



## **AmeriCorps Member Position Descriptions**

# e-Course Series: Overview

- AmeriCorps Prohibited Activities
- AmeriCorps Allowable/Unallowable Activities
- Demonstrating the Impact of Service
- Grant Amendments
- Managing the CNCS Partnership
- Member Management
- *Member Position Descriptions*
- Overview of the CNCS Partnership
- Subgrantee and Service Site Management
- Sustainability Planning

# Reminder

The information in this e-Course is for training purposes and does not represent all requirements for AmeriCorps State and National grantees.

Grantees are responsible for knowing, understanding, and complying with all federal and state laws and regulations, and, accordingly, must consult the primary sources for information related to their grant award. Tribes, national programs, and commissions should speak with the assigned CNCS Program Officer about any questions on grant-related activities.

# Learning Objectives

## **By the end of this module, you will be able to:**

- Identify common terminology associated with CNCS
- Describe the cycle of program development
- Identify essential program management tools
- Describe grant requirements
- Describe components of an AmeriCorps member position description
- Describe recommendations for success
- Describe the position description review process

# Terms and Acronyms

**AmeriCorps Grant Provisions**

**Code of Federal Regulations (CFR)**

**Prime Grantee**

**Subgrantee**

**Member Service Agreement**

**Operating Site**

**Service Location**

# Terms and Acronyms

## AmeriCorps Grant Provisions

Code of Federal Regulations (CFR)

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## AmeriCorps Grant Provisions

- Published by CNCS each year
- Provide specific details on the AmeriCorps grant requirements

# Terms and Acronyms

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## **Code of Federal Regulations (CFR)**

- Guides all AmeriCorps grant and member activities



# Terms and Acronyms

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**Prime Grantee**

Subgrantee

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## **Prime Grantee**

- Receives the AmeriCorps grant directly from CNCS
- Examples: Multi-state programs, tribal programs or planning grantees, and State Service Commissions



# Terms and Acronyms

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Prime Grantee

**Subgrantee**

Member Service Agreement

Operating Site

Service Location

## **Subgrantee**

Organization that receives AmeriCorps grant funds or member positions from a Prime Grantee of CNCS

# Terms and Acronyms

AmeriCorps Grant Provisions

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Prime Grantee

Subgrantee

**Member Service Agreement**

Operating Site

Service Location

## **Member Service Agreement**

- Required contract that exists between AmeriCorps members and CNCS-funded programs

# Terms and Acronyms

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Prime Grantee

Subgrantee

Member Service Agreement

**Operating Site**

Service Location

## Operating Site

- Organization that manages the AmeriCorps program
- Places members in service locations for a specified term of service

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Subgrantee

Member Service Agreement

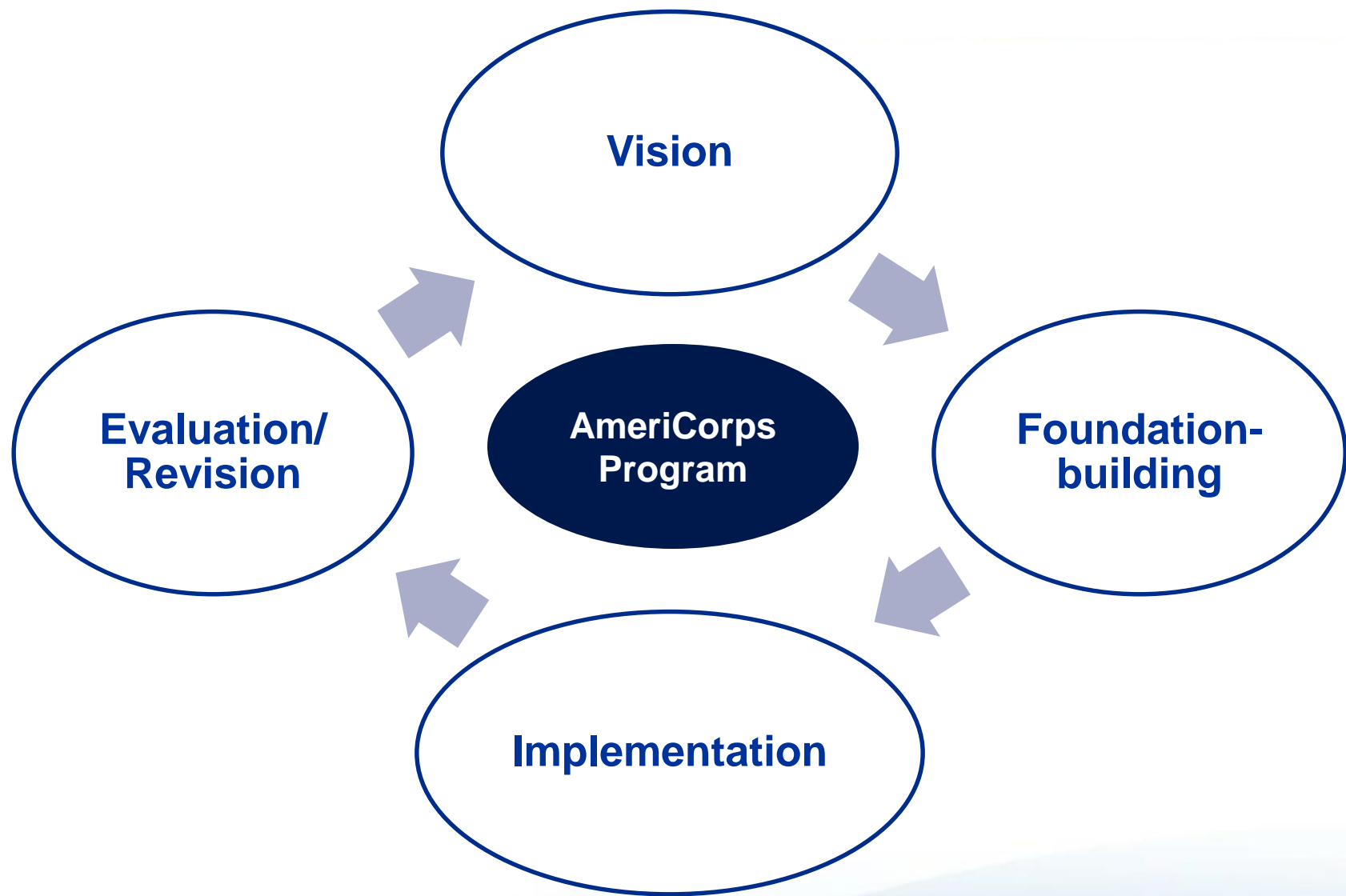
Operating Site

**Service Location**

## Service Location

- Organization where a member provides his or her direct service in the community

# Cycle of AmeriCorps Program Development



# Overview

## Essential Program Management Tool

- For CNCS
- For the AmeriCorps program
- For the AmeriCorps member
- For the community

## AmeriCorps Grant Requirement

# Functions

## Planning

- Program design

## Recruitment

- Advertising tools

## Training

- Training program structure

## Supervision

- Duties and rules

## Evaluation

- Member performance and program outcomes



# Grant Requirements

**Approved Member  
Activities**

**Member Service  
Agreement**

**Available for Inspection**

# Grant Requirements

## Approved Member Activities

## Member Service Agreement

## Available for Inspection

Each AmeriCorps program grantee is required to engage AmeriCorps members in the activities that are described and approved by CNCS in the AmeriCorps grant application narrative.

Programs also must create structures that will prevent AmeriCorps members from engaging in activities that are specifically prohibited by federal law, regulations, or provisions.

# Grant Requirements

**Approved Member  
Activities**

**Member Service  
Agreement**

**Available for Inspection**

The position description is part of a larger member service agreement.

The required contents of service agreements are listed in the AmeriCorps Grant Provisions each year. Members are required to read and sign the agreements before they begin their AmeriCorps service.

# Grant Requirements

**Approved Member  
Activities**

**Member Service  
Agreement**

**Available for Inspection**

The position descriptions must be available for inspection by CNCS, commission, tribal or national program staff, and as part of an audit or investigation of the Office of Inspector General.

Each AmeriCorps member enrolled in the Portal must have a position description on file and available for inspection.

CNCS may request position descriptions from grantees at any time as part of the agency's overall monitoring plan.

# Components

- 
- **AmeriCorps Member Name**
  - **AmeriCorps Position Title**
  - **Program**
  - **Site Location**
  - **Purpose**
  - **Description of Duties**
  - **Qualifications**
  - **Term of Service**
  - **Time Requirements**
  - **Orientation and Training**
  - **Benefits**
  - **Evaluation and Reporting**
  - **Supervisor**



# Recommendations for Success

## Process:

- Complete prior to start of member service
- Incorporate multiple opportunities for review and input
- Distribute and reference widely



## Content:

- Provide specific details
- Use concise language for a wide and diverse audience
- Include all elements of the member's service and program design

## Style:

- Use correct AmeriCorps terminology (e.g., AmeriCorps member, term of service, service location)
- Use current AmeriCorps logo

# Review Process



**Who?**

**What?**

**Where?**

**When?**

**How?**



# Review Process



**Who?**

**What?**

**Where?**

**When?**

**How?**

AmeriCorps program staff, CNCS  
and Prime Grantees, and the  
Office of Inspector General

# Review Process



Who?

What?

Where?

When?

How?

Reviewed for accuracy  
and completion

# Review Process



**Who?**

**What?**

**Where?**

**When?**

**How?**

At CNCS, program office,  
and/or service location



# Review Process



**Who?**

**What?**

**Where?**

**When?**

**How?**

At least once each year at program;  
CNCS and Prime Grantees at any  
point during the grant year

# Review Process



**Who?**

**What?**

**Where?**

**When?**

**How?**

May be a combination of document review and staff and member interviews

# Example 1: Math Coach

Component	Description
AmeriCorps Member Name	Jeff A. Member
AmeriCorps Position Title	Math Coach
Program	Kids Rule! 111 Math Avenue, Waverly, PA 45678
Site Location	Waverly Elementary School, 123 Wave Street, Waverly, PA 45678
Purpose	Increase math skills of K-3 grade students
<b>Duties</b>	Provide individual and small group tutoring during class hours in 4 classes each day; log student progress; help prepare tutoring lessons; <b>other duties as assigned</b>
Qualifications	Evidence of commitment to service; demonstrated success working with elementary students; BA in elementary math; successful completion of all required criminal history and medical checks; excellent written and verbal communication skills
Term of Service	September 1 – June 30
<b>Time Requirements</b>	<b>40 hours/week</b>
Orientation and Training	40 hours pre-service; 80 hours in-service; topics include public school system structure, classroom management, service reflection, and career planning
Benefits	Living allowance, post-service education award, health care; intensive training and career development program; skilled program and school staff; national AmeriCorps network
Evaluation and Reporting	Mid-year and final performance reviews; monthly reports to supervisors at Waverly Elementary School and Kids Rule!
Supervisors	Jane S. Super, Chair, Math Department, Waverly Elementary and Paula P. Director, AmeriCorps Program Director, Kids Rule!

# Example 2: Conservation Corps Member

Component	Description
AmeriCorps Member Name	Jeff A. Member
<b>AmeriCorps Position Title</b>	<b>Member</b>
Program	State Conservation Corps, 222 Leafy Drive, Waverly, PA 45678
Site Location	Based at Waverly Valley State Park, 333 Valley Lane, Waverly, PA 45678; members also travel to multiple projects around the state during the term of service
Purpose	Protect and preserve the state's natural resources
<b>Duties</b>	Clear debris from trails; plant trees; test water quality on public lands; <b>teach environmental stewardship to children and adults</b>
<b>Qualifications</b>	<b>Pass criminal history checks; dedication to the environment, experience working in harsh conditions</b>
Term of Service	October 1 – July 31
Time Requirements	Minimum 40 hours/week; 1,700 hours required by the end of the term of service; exact service hours will depend on the service location and assigned projects
Orientation and Training	80 hours pre-service; 160 hours in-service; training covers AmeriCorps policies and procedures, working with chainsaws, and completing timesheets
Benefits	Living allowance, post-service education award, health care; subsidized housing and transportation; great team work and AmeriCorps colleagues (state-wide and national)
Evaluation and Reporting	Mid and final performance reviews; weekly reports to supervisor; weekly timesheets; quarterly interviews with program staff to assess progress
Supervisor	Jane S. Super, Manager, State Conservation Corps



# Example 3: Crew Leader

Component	Description
AmeriCorps Member Name	Jeff A. Member
AmeriCorps Position Title	Emergency Response Crew Leader (ERCL)
Program	Helping Hands, 911 Safe Place, Waverly, PA 45678
<b>Site Location</b>	<b>TBD</b>
Purpose	Provide local response in the aftermath of natural disasters
Duties	Provide food, water, and shelter to people in need; lead a team of 8 first-year AmeriCorps members in emergency response; deployments last one week – multiple months
Qualifications	Able to lift and move 50 lbs of supplies multiple times each day; able to work in close contact with emergency responders and citizens during crises; demonstrated ability to lead effective teams, problem-solve, and resolve conflicts; pass all required criminal history and medical checks; excellent communication skills; able to remain calm in a crisis
<b>Term of Service</b>	<b>One year</b>
Time Requirements	40 hours/week; exact days of week and times will vary depending on response situation
Orientation and Training	25 hours pre-service; 50 hours in-service; topics include CPR, emergency response protocol, team management policies and procedures, AmeriCorps regulations and national network, and leadership
Benefits	Living allowance, post-service education award, health care; powerful service experience; able to see impact of service immediately
Evaluation and Reporting	Mid and final performance reviews; weekly reports to supervisor; quarterly debrief summits with crew members and program leadership
Supervisor	Jane S. Super, Executive Director, Helping Hands

# Important Considerations

## Captures Diverse AmeriCorps Service Activities

### Annual Program Requirements

- Part of Member Service Agreement
- Review process

### Common Mistakes

- Missing service location address
- Inappropriate language, such as 'other duties as assigned'
- Insufficient details for duties, qualifications, training

# Resources



The Corporation's website contains links to laws, regulations, provisions, FAQs, and other resources to support strong management of AmeriCorps programs and State Service Commissions: [www.nationalservice.gov](http://www.nationalservice.gov)

# Summary

## You should now be able to:

- Identify common terminology associated with CNCS
- Describe the cycle of program development
- Identify essential program management tools
- Describe grant requirements
- Describe components of an AmeriCorps member position description
- Describe recommendations for success
- Describe the position description review process

# Thank You!

You've successfully completed the AmeriCorps  
Member Position Descriptions module.